

# Forbes Tate Partners

## Research & Policy Analysis (RPA) Internship Application

### Spring 2023

#### About Forbes Tate Partners

Forbes Tate Partners (FTP) is a full-service public affairs consultancy specializing in bipartisan federal and state government relations, strategic communications, grassroots and grassroots advocacy, issue campaigns, and corporate development. As a mid-sized firm, we have the breadth and depth of personnel and experience to manage a portfolio of over 100 clients, but also the flexibility to provide our clients with attentive and highly personalized support.

#### Program Description

The FTP internship program offers students and recent graduates substantive, practical, and hands-on experience working at the nexus between the public and private sectors on some of the biggest policy issues facing our country. Working closely with staff, interns will utilize their deep understanding of the legislative process and their analytical, research, and writing skills to support the firm's bipartisan professionals across a wide range of topic areas included technology, agriculture, telecommunications, and more.

Research and policy analysis interns regularly have the opportunity to conduct legislative and policy analyses, attend and report on congressional hearings and briefings, and draft a broad array of research memoranda. This important work is used by FTP's principals and clients to inform and guide decision-making on issues.

#### Spring 2023 Program Details

- Start Date: January 9, 2023
- End Date: May 19, 2023 (flexible)
- Schedule: Monday through Friday, 9am to 5pm ET. Must be able to work 32-40 hours per week. **Please do not apply if you are unable to meet this requirement.**
- Salary: \$16.10/hour
- Location: **This internship is based in Washington, DC.** Interns will work from the FTP office Monday-Wednesday and work from home Thursday-Friday.

#### Qualifications

Ideal applicants have experience in media, communications, federal government, or public policy. They must have a keen attention to detail and exceptional writing abilities and interpersonal skills. Political experience, including work on Capitol Hill, within the executive branch, in-state/district offices or political campaigns, is preferred. FTP is an equal opportunity employer committed to building and maintaining an inclusive and diverse work environment. Diverse candidates are strongly encouraged to apply.

#### To Apply

Interested candidates should send resume, cover letter, and two professional writing samples (three pages maximum per sample), to [Internprogram@forbes-tate.com](mailto:Internprogram@forbes-tate.com), with the subject "Internship Program – Spring 2023". Emails should be addressed to the Intern Program Director. No calls or faxes please. Only qualified candidates will be contacted for an interview.

**Applications will be assessed on a rolling basis until all spots are filled. Incomplete applications will not be reviewed.**

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## Personal Information

Name \_\_\_\_\_ Age \_\_\_\_\_ DOB \_\_\_\_\_  
Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact Number \_\_\_\_\_ Email Address \_\_\_\_\_

## Education

College/University \_\_\_\_\_ Graduation Date \_\_\_\_\_  
Current Year or Post/Recent Graduate \_\_\_\_\_ Cumulative GPA \_\_\_\_\_  
Degree Program (ex. Bachelor of Arts in History) \_\_\_\_\_

Will You Be Taking Classes During This Session (Y/N)? \_\_\_\_\_ **If yes**, please include your **CONFIRMED** class schedule along with this application. If your schedule is unconfirmed, please note when you will have a final class schedule.

Career Goals (300 words or less):

How Did You Find Out About Our Program? \_\_\_\_\_  
*Ex: Our Website, Brad Traverse/Tom Manatos, College, Current or Former Staff Member or Intern (write name), etc.*

List any academic and extracurricular clubs and organizations, professional societies, honor societies, etc.:

Earliest Start Date \_\_\_\_\_ Weekly Availability (ex: Mon – Fri 9am – 5pm) \_\_\_\_\_

## References

Please list two professional or academic references' contact information below (Name, Title, Phone & Email).

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## Voluntary Questionnaire for EEOC Reporting

Completion of this form is voluntary and will not affect your opportunity for employment, or the terms or conditions of your employment. This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records only accessed by Forbes Tate Partners.

**GENDER** (Please check one of the options below):

Male

Female

**RACE/ETHNICITY** (Please check one of the descriptions below corresponding to the ethnic group with which you identify):

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Black or African American (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Pacific Islander (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

Asian (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Native American or Alaska Native (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Two or more races (Not Hispanic or Latino): All persons who identify with more than one of the above five races.

I do not wish to disclose.